

# Capel Parish Council

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**To All Parish Councillors.**

ALL COUNCILLORS ARE HEREBY SUMMONED to a **meeting of the PARISH COUNCIL**  
to be held Capel Village Hall, Falmouth Place, Five Oak Green at **7.30pm on Monday 26 February 2024**  
when it is proposed to transact the business shown in the agenda below.  
The Meeting will be open to the press and public (*Public Bodies (Admission to Meetings) Act 1960*)

*Louise Goldsmith*

Clerk

Date of Issue: 21 February 2024

## AGENDA

Minute No	Agenda No
	1) Administration – Fire Exits, Fire Meeting Point, Mobile Phones, intention to record.
1162	2) <b>APOLOGIES</b> – to receive and accept apologies for absence ( <i>LGA 1972 s85 (1)</i> )
1163	3) <b>DECLARATIONS OF INTEREST.</b> To receive declarations of pecuniary and non-pecuniary interests. Where any councillor has a Disclosable Pecuniary Interest (as defined in the Members' Code of Conduct) in any matter to be considered at a meeting of the Council, a committee or sub-committee they must withdraw from the meeting room during the consideration of that matter and must not participate in any vote on that matter unless a dispensation has been obtained from the Monitoring Officer.
1164	4) <b>CHAIRMAN'S ANNOUNCEMENTS</b>
1165	5) <b>APPROVAL OF MINUTES</b> To consider the minutes of the Full Council meeting of the 29 January 2024 and of of the Extraordinary Meeting held on the 22 February 2024. If in order to authorise the Chair to sign as a true and accurate record. <i>(LGA 1972 sch. 12, para 41(1))</i>
1166	6) <b>CLERKS REPORT/PAST MATTERS (Information purposes only)</b>
1167	7) <b>OPEN SESSION -</b> To adjourn the meeting to enable any members of the public present to address the Council.
1168	8) <b>EXTERNAL REPORT</b> a) Borough Councillors Report    b) County Councillors Report
1169	9) <b>COMMITTEE REPORTS</b> a) Finance & Resources Committee i) To receive the accounts. ii) To receive the bank reconciliation as at 31 January 2024 iii) Capel Village Hall new lease and proposals for the future of the hall iv) Member Grants: To receive an update. v) To receive a list of payments for approval  b) Staff, Office & Administration Committee i) Standing Orders: Annual Review ii) Policies: To note the review dates.  c) Planning Committee To receive the minutes of the meeting held on the 29 January 2024  d) Flooding Panel

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- e) Memorial Cottages & Housing Working Group
- f) Recreation Ground and Allotments Working Group
  - i) To receive the minutes of the meeting held on the 21 February 2024.
  - ii) To receive the results of the online survey for an outdoor gym.
  - iii) To approve the recommendation from the working group for a preferred quote and two other quotes to be submitted with the grant funding application.
  - iv) To agree to submit grant funding applications for an outdoor gym.
  - v) To approve a recommendation from the working group of a contractor to carry out the bi-annual tree survey of all trees on Parish Council land.
- g) Neighbourhood Plan Working Party
  - i) To note the final version of the Parish Council's response to the Clarification Note.

## **1170 10) PARISH MATTERS**

- a) Local Plan Examination Update:
  - i) To note the Parish Council's final response to the Public Consultation on TWBC response to the Inspector's Initial Findings Letter on the Examination of the New Local Plan.
  - ii) To discuss and note the next steps.
- b) Climate Change Initiatives
- c) Mobile Coverage
- d) Annual Parish Meeting
- e) Kent Police: To receive any update

## **1171 11) HIGHWAYS**

- a) Highways Improvement Plan:
  - i) SID Scheme: To receive an update
  - ii) HGV signage at the Sherenden Road junction with Five Oak Green Road
  - iii) 30mph speed toolkit
  - iv) Request for hedgehog warning signs on Five Oak Green Road

## **1172 12) REPRESENTATION AT MEETINGS**

- i) KALC Meeting
- ii) Parish Chairmen's Group Meeting
- iii) Joint Transportation Board
- iv) Other External Meetings

## **1173 13) CORRESPONDENCE/CONSULTATIONS**

## **1174 14) ANY CONFIDENTIAL MATTERS**

## **1175 15) DATE OF THE NEXT MEETING**

**Full Council Meeting:** Monday 25 March 2024 at 7.30pm

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk ahead of the meeting.